

Data Privacy Notice

Woodford Wells Club & Crostyx Hockey Club

In May 2018 the regulations surrounding how companies and organisations can hold your personal data are changing. This Notice tells you how we, Woodford Wells Club and Crostyx Hockey Club, handle your Personal Data and the rights you have when we hold it. This Notice is intended to comply with the provisions of the General Data Protection Regulation EU 2016/679 (GDPR) which governs how Personal Data is processed within the European Economic Area (EEA). We are the “data controller” for the purposes of GDPR. This means that we decide how your Personal Data is processed and for what purposes.

Personal Data – what is it?

Personal data is information which directly or indirectly identifies an individual. It might be possible to identify an individual from the data itself or by linking that data to other information. GDPR tells us how we must process your Personal Data.

How do we process your Personal Data?

We comply with our obligations under GDPR in the following ways:

- by keeping Personal Data up to date;
- by storing and destroying it securely;
- by not collecting or retaining unnecessary or excessive amounts of data;
- by protecting Personal Data from loss, misuse, unauthorised access and disclosure; and
- by ensuring that appropriate technical measures are in place to protect Personal Data.

For what purpose do we use your Personal Data?

To manage membership information and process subscriptions for the Woodford Wells Club and Crostyx Hockey Club (referred to in this Notice as ‘the club’).

To inform you of news, events, activities or services which are relevant to you as a member of the club and which are integral to the running of the club.

To share your contact details with officials and other authorised people and companies to deliver the service we provide, for example to manage membership information, to process payments and to organise teams and tournaments within the playing sections of the club.

What is the legal basis for processing your Personal Data?

By becoming a member of the club, you have given us consent to use your Personal Data for the purposes specified above and as stated on your membership application form.

Where you have provided sensitive information (such as medical data), we will have asked for and you will have given us explicit consent to store and use that information. You always have the right to refuse to give us any information, particularly sensitive information.

Sharing your Personal Data

Your Personal Data will be treated as strictly confidential and will be shared only with organisations whose services are required as part of the running of the club. We use other companies to help us process your Personal Data so that we can offer you the best possible service.

When you give your consent to our holding of your Personal data you agree to us sharing your Personal Data with third party processors and sub-processors.

How long do we keep your Personal Data?

We keep your Personal Data for as long as you are a member of the club. If you cancel your membership of the club, we will keep your information for no longer than we reasonably need. Usually, this will be for a period of 7 years. This is so that we can comply with financial audit requirements and in case of legal/insurance claims or complaints.

Your rights and your Personal Data

Under GDPR, you have the following rights with respect to your Personal Data:

The right to request a copy of the Personal Data which we hold about you, known as a Subject Access Request.

The right to request that we correct any Personal Data found to be inaccurate or out of date.

The right to request that your Personal Data is erased where it is no longer necessary for us to keep it, known as a Right to be Forgotten Request.

The right to receive a copy of your Personal Data or, where possible, to have it transferred to another data controller.

The right to withdraw your consent to the processing we carry out. • The right to object to the processing of Personal Data.

The right, where there is a dispute in relation to the accuracy or processing of your Personal Data, to ask us to restrict further processing.

Whilst this privacy notice sets out a general summary of your legal rights in respect of personal information, this is a very complex area of law. More information about your legal rights can be found on the Information Commissioner's website at <https://ico.org.uk/for-the-public/>.

How can you help?

Advise us of any changes to your personal data. Without up to date data we cannot contact you, process your membership, administer medical assistance when required, safeguard you and your children whilst at the club or the club's training grounds. Changes to this Notice If we wish to use your Personal Data for a new purpose, not covered by this Notice, then we will provide you with a new notice explaining this new use. Where possible we will do this before we start processing for the new use. We will set out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

Contact Details

If you would like further information or if there is something you don't understand, please send an email to data_privacy@woodfordwells.org.uk.